



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Procurement Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **16.01.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: SVN-01/2022/S - BD1	Position Title:	Senior Procurement Assistant
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-06 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 months)
Division/Unit: Resource Management Unit		

General Functions:

Under the direct supervision of Procurement officer and overall guidance and supervision of the Resource Management Officer (RMO) in Bangladesh, the successful candidate will be responsible and accountable for the following procurement functions of the mission, in line with IOM Rules, Regulations and Procedures:

1. Support with planning, coordinating, implementing, and monitoring the procurement and logistical processes in relation to implementation of various projects.
2. Conduct survey of the local market for goods or services requested by programmes as well as for office and warehouse spaces, and any other need,
3. Oversee procurement processes including the preparation and dissemination of tender documents or Request for Quotations (RFQs) in close coordination with Programs for product specifications or terms of reference for services, determining eligibility criteria, conducting pre-bid meetings with interested entities.
4. Facilitate the tender processes by organizing bid openings, acting as secretariat of Bids Evaluation and Awards Committee (BEAC) for public tenders, and conduct due diligence review and background profile checks of companies and participating entities,
5. Prepare and/or review Minutes of BEAC meetings and resolutions, Bids Analysis Summary, and secure approval from Global Procurement Support Unit (GPSU) as needed, in full compliance with IOM rules and regulations.
6. Prepare contracts and agreements, as required, ensuring terms and conditions arising from the procurement process are properly reflected, and liaise with Legal Department (LEG) for review and endorsement.
7. Ensure contractual obligations are recorded in Prism system via Purchase Order (PO) creation or Purchase Requisition; periodically review the accuracy of commitments in Prism and determine action to address discrepancies as identified.
8. Maintain all supporting documentation and requisite authorizations in accordance with IOM rules and regulations throughout the procurement process, including Purchase Requisition Forms (PRFs), Bids Analysis Summary and Purchase Orders.
9. Oversee E-filing for the unit and ensure all POs have their correspondences uploaded in SAP as a strategy to improve unit operations and foster environmental protection
10. Spearhead reporting on behalf of the procurement unit including the Periodic Checklist Reviews (PCR) to Regional Accounting Support (RAS) Unit.
11. Support projects in drafting, implementation and routine review of procurement plans.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

12. Support development and maintenance of Long-Term Agreements with vendors for routine supplies.
13. Spearhead routine unit system reviews for continuous improvement regarding the vendor selection and management in terms of quality, prices, and delivery of goods in view of the Organization's best interests and donor mandates.
14. PERFORM SUCH OTHER DUTIES AS MAY BE ASSIGNED.

Education, Experience and Skills:

- University degree in Business Administration, Management, Logistics, or a related field from an accredited academic institution, with four years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with six years of relevant professional experience.
- Experience in procurement and logistics to timely source goods and services;
- Proficiency in MS office applications such as Word, Excel and PowerPoint;
- Proficiency at SAP Procurement Module
- Effectively works with vendors and service providers to secure cost-effective quality solutions;
- Experience in international operations in a post conflict environment is desirable.
- Demonstrated ability to supervise and manage staff at an operational level in humanitarian emergencies.
- Excellent knowledge of the IOM project management cycle.
- Good knowledge of UN and bilateral donor programming.
- Ability to write and speak clearly and concisely in English.
- Strong computer skills.
- Proven high-level representation skills, such as speaking at meetings and providing situational analysis.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-01/2022/S-BD1: Senior Procurement Assistant](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) Application Letter/Cover Letter

(ii) Curriculum Vitae

(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: www.iom.org.bd

(iv) Scan copy of Photo

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.